

SM Sgt Elizabeth Aguirre

Vice Commandant



CONTACT

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HIGHLIGHTS

- 19 years of Air Force service demonstrating outstanding performance with increased responsibilities
- Detailed knowledge of NGB/Active Duty structure, policies, budgeting procedures, administrative actions, travel management, and AFIs
- Experience working in joint operations and collaborating with allied nations
- Proven organizational skills with excellent attention to detail in high-paced environments
- Recognized for strong ethical leadership, exceptional communication, and exemplary teamwork capabilities
- Extensive experience with instructing/training on Air Force Programs which include: Professional Military Education, Protocol, Green Dot Program, SABIC Instructor, EPME Instructor Trainer, Crew Instructor, and Professional Development Seminars
- Possess Secret Security Clearance

EXPERIENCE

Vice Commandant, CMSgt Paul H. Lankford EPME Center

I.G. Brown Training and Education Center | McGhee Tyson, TN

July 2017 – Present

- Leads faculty development, oversees course curriculum, and manages instructor hiring, training, and qualification at the Lankford EPME Center. Advises the Commandant on matters pertaining to the educational progress and development of students and staff as directed by the Barnes Center for Enlisted Professional Military Education. In the absence of the Commandant, assumes duties and responsibilities of that position required within organizational structure. Provides guidance to Commanders, Command Chiefs, Unit Training Managers from 54 ANG States and Territories, 7 REGAF bases, and other unit representatives on the implementation of Enlisted PME at the local level in accordance with published operating instructions and policies.
- Manages two student academic programs and directs 47 instructors within NCOA and ALS, including releases, academic reviews, and disciplinary review boards. Schedules and coordinates at least six NCOA and six ALS PME classes and courses totaling over 2,000 Air Force, ANG, and Air Force Reserve students annually.

Command and Control Battle Management Craftsman, ANG

Western Air Defense Sector | JBLM, WA

Aug 2012 – July 2017

225 ADS DSG Program Manager

- Managed all training requirements for 79 personnel, to include all DTS, qual tracking & medical items
- Conducted in and out processing for all arriving/departing members; provided essential admin
- Primary orders clerk for AT/ST/MEST orders; ensured ANG resources & annual \$500K budget were met
- Provided customer service to more than 350 members; built effective interagency communication
- Managed AGR/Temp vacancy flow to prevent critical manning voids & maximize use of AGR billets
- Authored/distributed comprehensive monthly drill letter; covered all readiness issues, significant Sector changes & ANG policies; kept Sector Ops Staff and DSGs connected w/ reliable status info

Identification Technician Instructor, Tracking Technician, & Flight Path Simulator (FPS) Certified

- Certified dual-operator – completed more than 2500 hours of Tracking and IDT time, 85 exercises
- Earned FPS/IDT Instructor cert in three months of qualification; "go-to" ID SME; 2500 operational hrs
- ID scheduler; coordinated w/ section leaders; conflict resolution; ensured zero critical manning gaps

Command and Control Battle Management Apprentice, ANG

Camp Rilea, Warrenton, OR | 116th Air Control Squadron

Feb 2011 – Mar 2012

- Manages and operates aerospace control and warning systems and simulation equipment

Student (Theater Arts)

Portland State University, OR

Jan 2009 – Feb 2011

Office Manager

PWR Consultants | Seattle, WA

May 2008 – Sep 2009

Aerospace Ground Equipment (AGE) Journeyman, USAF

39th Maintenance Squadron | Incirlik Air Base, Turkey

May 2005 – Aug 2006

- Maintenance Liaison (Protocol) for USAFE Commander
- Functioned as Flight Information Manager Specialist
- Received "Airman of the Quarter" Award, 3rd Quarter
- Streamlined computerized training, reducing in-processing time by 2 days

Aerospace Ground Equipment (AGE) Journeyman, USAF

62nd Maintenance Squadron | McChord Air Force Base, WA

April 2001 – April 2005

- Functioned as Primary Vehicle Crew Chief and Alternate Shop Equipment Monitor:
- Received top ratings in 6 out of 7 categories and received Look Sharp Award, 2002, 2003, 2004
- Recognized "exceptional worker" for revamping precision measurement equipment continuity book
- Received "Maintenance Professional of the Month" Jan, May, Sep, Dec

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LEADERSHIP

- Vice Commandant - manages 47 personnel/1200 students via simultaneous hybrid in-residence and virtual courses
- Innovative and creative trailblazer – hand selected for Innovation Council in charge of scheduling FY24-FY25 ALS and NCOA classes during schoolhouse renovation
- Avid community advocate – active volunteer in local community, Air Force representative for multiple POW/MIA and charity runs, major contributor to fundraising efforts for families affected by COVID-19 pandemic
- Devoted to helping both students and staff develop professionally and personally through active engagement in team building activities, empowering leadership, and providing constant unwavering mentorship/coaching
- Committed to 85 hours of additional professional development annually aimed at bolstering relationships and improved communication techniques
- Trusted Leader - selected to lead organization's first ever 360 feedback and coaching metrics
- Drill and Ceremony Program Manager, NCOA, CMSgt Paul H. Lankford EPME Center
- Awarded Air Force Meritorious Service Medal

PROFICIENCIES

- ☐ Microsoft Word
- ☐ Microsoft Outlook
- ☐ Microsoft Excel
- ☐ Microsoft PowerPoint
- ☐ Microsoft SharePoint
- ☐ Canvas LMS
- ☐ Microsoft Teams
- ☐ STARS
- ☐ Cisco WebEx Meetings
- ☐ Barnes Center Instruction & Associated AFIs

EDUCATION & PROFESSIONAL DEVELOPMENT

- Basic Military Training, USAF – *Honor Graduate*
- Aerospace Ground Equipment Apprentice Training – *Distinguished Graduate*
- Airman Leadership School – *Graduated Top of Class and received John L. Levitow Award*
- Command & Control Battle Management Operations Apprentice Course – Top graduate
- Surveillance Technician Initial Qualification Training – *Distinguished Graduate*
- WADS Professional Development Courses Level 1 and 2 – 2012
- John Maxwell's "7 Habits of Highly Effective People" - April 2014
- Washington State's LEAN Courses: LEAN for Leaders, Problem Solving, Visual Management – June 2014
- Washington Air National Guard Professional Seminar – February 2015
- NonCommissioned Officer Academy (NCOA) – McGhee Tyson, TN – July 2015
- Senior Joint Professional Military Education (SEJPME) – May 2016
- John Maxwell's "5 Levels of Leadership" Training – September 2016
- Leadership Foundry - Leadership Challenge Program Level 1 and Level 2 – November 2016 and August 2018
- Associate of Arts, Community College of the Air Force, Air and Space Operations Technology – February 2017
- AFRC NCO Leadership Development Course – January 2017
- EPME Instructor Course, Maxwell-Gunter AFB, AL – graduated September 2017
- Associate of Arts, Community College of the Air Force, Instructor of Technology and Military Science – Sept 2018
- CCAF Instructor Certification Level I (1,000 teaching hours) – January 2019
- Senior Joint Professional Military Education II (SEJPME II) – October 2019
- CCAF Instructor Certification Level II (2,000 teaching hours) – October 2019
- Shipley Leadership Engagement Course/90-Day coaching – June 2020
- Senior Noncommissioned Officer Academy (SNCOA) - Course - July 2022
- B.S. in Organizational Leadership and Learning, University of Louisville – May 2025

SIGNIFICANT ADDITIONAL DUTIES

- Curriculum Manager
- Non-DTS Entry Agent (NDEA)
- Physical Training Leader (PTL)
- Records Custodian
- Self-Aid Buddy Care (SABC) Instructor
- Sexual Assault Prevention and Response Instructor
- Lead Green Dot Coordinator (Suicide Prevention)
- Records Custodian

AIR FORCE AWARDS & ACHIEVEMENTS

John L. Levitow Award	WADS Excellence in Leadership Award (Four)
Distinguished Graduate	WADS Greatest Griffin Award
Basic Military Training Honor Graduate	WADS NCO of the Quarter (Four)
Look Sharp Award – (Eight)	TEC SNCO Quarterly Award
Maintenance Professional of the Month (Seven)	